



Department of Public Safety and Corrections

Public Safety Services

M. J. "MIKE" FOSTER, JR.
GOVERNOR

March 1, 2000
0200/0120/HRM/0065

NANCY VAN NORTWICK
UNDERSECRETARY

MEMORANDUM

TO: All Public Safety Employees
Department of Public Safety / Public Safety Services

FROM: Nancy DeWitt *NED*
Human Resource Director

SUBJECT: Competitive-level Promotional Announcements

In an attempt to expedite the filling of competitive promotional vacancies (GS-15 and above), this department has signed an agreement with the Department of Civil Service for the posting of all promotions. All promotional vacancies will be announced by the Department of Public Safety, Human Resources Management Office—not through Civil Service Special Announcements as in the past. Probational announcements will continue to be handled as they have been. All job vacancies posted on the Bi-monthly Civil Service Special Announcements should be applied for in the customary manner (i.e. submit applications directly to the Department of Civil Service).

From this day forward, **ALL** applicants must submit their applications directly to Human Resources if they wish to be considered for promotional vacancies posted by Human Resources. Therefore, **only those who apply for the vacancy will be considered. Please understand that you must apply to Human Resources even if you already have a grade or the job does not require a test and uses an E&T (Experience & Training) rating.** A list of jobs that are continuously announced for walk-in testing is posted on the Personnel Bulletin Board on Lotus Notes under the section "Job Announcements," for your convenience. You can contact Civil Service at (225) 925-1911 for testing information. You can also call Human Resources at (225) 925-6067 with any specific questions.

Please note that under the terms of our agreement with the Department of Civil Service, Human Resources cannot screen your application over the telephone or in any other unofficial manner. An application will be screened only if it is submitted in response to a vacancy announcement.

Note to Managers and Supervisors: Those of you who have subordinates who do not have Lotus Notes email, please provide them with a copy of this notice and post this on a centrally located bulletin board.

NED:KML

An Equal Opportunity Employer

6003